

### Licensing Process for Child Placing Foster:

1. Submit application, fee, and Policy and Procedure Manual based on Foster Care Rules (R501-12) and CORE Rules (R501-2-2.L.1-7). Policy and Procedure Manual must be approved by assigned licensor. If providing tracking or therapy, you must apply for an Outpatient Treatment license as well.
2. Submit Background Screening (BCI) forms on all employees 18 years or older who will have access to clients and all foster parents. BCI's must be done annually.
3. Certify foster homes, must have at least two homes to start.
4. Have files prepared on all foster homes.
5. Prepare following documents:
  - Business License
6. Licensor will contact you to complete site and home inspections.